

# **Pinnacle Special Interest Reading Council #04991**

By-laws and Constitution  
Adopted 1996/Revised 2009

## **Article I – Name and Area Served**

The council shall be called the Pinnacle Special Interest Reading Council, serving central Arkansas's private educators.

## **Article II – Nature and Purposes**

Section I – Nature: The Pinnacle Special Interest Reading Council shall be a professional organization of individuals concerned with the improvement of reading.

Section II – The purposes of the council should be (1) to form a partnership with the International Reading Association by promoting membership and participating in IRA sponsored council activities; (2) to encourage the study of reading problems at all educational levels; (3) to stimulate and promote research in developmental, creative, corrective, and remedial reading; (4) to study the various factors that influence progress in reading; (5) to publish the results of pertinent and significant investigations and practices; (6) to assist in the development of improved teacher-training programs; (7) to act as a clearinghouse for information relating to reading; (8) to disseminate knowledge helpful for solving problems related to reading; (9) to sponsor conferences and cooperation among educators in elementary school, junior high, high school, special areas, college, and leadership positions.

## **Article III – Membership and Dues**

Section I – Eligibility: Membership in the council shall be open to all persons directly associated with the literacy education in central Arkansas schools and interested in the purposes of the council.

Section II – Active Members: Membership in the council shall become effective upon payment of council dues for the fiscal year beginning July 1 and ending June 30.

Section III – Council Dues: Dues for annual membership in the council shall be set by the Board of Directors with the approval of the assembly. Dues are payable to the council for the fiscal year on or after the preceding May 1 and shall apply to the year beginning July 1 and ending June 30.

Section IV – Arrears: Any member who has not paid local dues by July 1 becomes inactive. A member whose dues are delinquent shall be notified immediately before his or her name is eliminated from the membership roster.

Section V – IRA Dues: Membership in the International Reading Association is strongly recommended for all council members. Dues to the International Reading Association, which entitles members to certain benefits and services, may be collected by the council and sent to Association Headquarters or paid directly to the Association Headquarters.

## **Article IV – Officers**

**Section I – Officers:** The officers of the council shall be a president, vice-president, secretary, membership director and treasurer. The final three offices may be combined. Any member in good standing who is also a member of the International Reading Association is eligible to be an officer of the council.

**Section II – Terms of Office:** The term of office of the president and vice president shall be one year. The vice president shall then automatically succeed to the office of president for a period of one year. The terms of secretary, membership director and treasurer shall be one year; however, these officers may serve multiple terms.

**Section III – Time of Assuming Office:** Each officer shall assume the duties of office on July 1, following the elections. The elections shall have been completed by May 1.

**Section IV – Duties of the President:** The president shall act as the executive officer of the council. The president shall preside at all meetings of the council, shall act as ex-officio as chairperson of the Board of Directors and the Executive Committee, and shall exercise general leadership and supervision over the affairs of the council, implementing its purposes.

**Section V – Duties of the Vice-President:** The vice-president shall serve as an ex-officio member of the Board of Directors and as chairperson of the Program Committee, shall coordinate internal programs, and fulfill such other duties as are assigned by the Board of Directors. The vice-president shall assume and perform the duties of the president in the event of the absence, incapacity, or resignation of the president. Should the office of president become vacant, the vice-president shall serve the unexpired portion of the president's term in addition to the term for which the vice-president was elected.

**Section VI – Duties of Secretary:** The secretary shall (1) record the events of all council meetings and all meetings of the Board of Directors; (2) keep a permanent book of the minutes of all meetings; (3) notify total membership of the date, time, and place of all general meetings at least two (2) weeks before the meeting; (4) circulate proposed amendments to each member at least thirty (30) days in advance of the meeting at which the amendments are to be voted upon; (5) handle correspondence and notices; (6) send articles and notices to International Reading Association Headquarters and the state/provincial president and coordinator, (7) cooperate fully with the successor by turning over up-to-date records of correspondence within thirty (30) days of retirement from office.

**Section VII – Duties of Membership Chairman:** The membership chairman shall (1) plan and carry out programs designed to recruit new members and to encourage current members to renew their memberships; (2) maintain an accurate record of members, including their addresses and telephone numbers, and a record of the various levels of IRA in which they are members; (3) provide accurate information to the state Director of Membership; (4) collect dues and turn over monies to the council treasurer; (5) provide a current membership roster and/or directory to the officers of the council, as well as to other IRA personnel; (6) notify members when dues are owed; (7) recruit and train a membership committee to assist with this office.

**Section VIII – Duties of Treasurer:** The treasurer shall (1) maintain accurate and up-to-date records; (2) have custody of the funds of the council which shall be deposited in the name of the Pinnacle Special Interest Reading Council of the International Reading Association; (3) sign checks on behalf of the council; (4) provide a bond for an amount fixed by the Board of Directors, the bond to be filed with the president; (5) cooperate fully with an annual audit; (6) within thirty (30) days of retirement from office, turn over to the successor all funds, accounts, and books of the treasurer.

**Section IX – Interim Replacement:** In event of a vacancy in the office of vice-president, secretary, membership chairman or treasurer, the Board of Directors shall have the power to fill the vacancy until the next regular session.

## **Article V – Board of Directors**

**Section I – Function:** The Board of Directors shall exercise general supervision over the property and affairs of the council. It shall have the general power to administer the affairs of the council between council meetings and shall report its actions to the membership for approval.

**Section II – Composition:** The Board of Directors shall consist of all current officers and the chairpersons of the standing committees.

**Section III – Meetings:** The first meeting of the Board of Directors shall be held in the summer in order that the standing committees may be appointed with the greater part of the year remaining for their specific work, and in order that the yearly calendar may be established with the Program Committee. The Board of Directors shall be empowered to hold such meetings as it shall deem necessary on the call of the president, at such times and places as the president may determine. No less than two (2) meetings shall be held each year.

**Section IV – Quorum:** A quorum is established when 60% of the board members are present.

## **Article VI – Assembly**

**Section I – Composition:** The assembly shall consist of the Board of Directors and all other members of the council.

**Section II – Function:** The assembly shall be the legislative body of the council and shall have full power and authority over the affairs of the council, within the limits set by the by-laws. It shall have authority to review decisions made by the Board of Directors and to accept or reject them.

**Section III – Quorum:** A quorum shall consist of 20% of all those eligible to vote in the assembly.

**Section IV – Meetings:** The assembly of the Pinnacle Special Interest Reading Council shall meet at least three (3) times each year.

**Section V – Notification of Meetings:** At least two (2) weeks in advance of each meeting, the secretary shall notify all members of the date, time, and place of the meeting.

**Section VI – Amendments to the By-laws:** The assembly of the Pinnacle Special Interest Reading Council shall have the power to amend these by-laws as provided in Article IX.

## **Article VII – Nomination and Election of Officers**

**Section I – Election:** All officers, except the president, shall be elected prior to May 1.

**Section II – Nominating Committee:** The Nominating Committee shall be composed of at least three (3) members appointed by the president and approved by the Board of Directors. The committee shall prepare a slate of nominees annually. Each nominee must be a member of International Reading Association. Advance consent to serve, if elected, shall be secured from each nominee by the committee.

**Section III – Mode of Election:** If the voting is to take place at a meeting of the council, the president shall give an opportunity to propose nominations from the floor for each office after the slate from the Nominating Committee has been presented, including a short vita of each nominee. Voting shall be by majority rule. A plurality of votes shall constitute an election. In case of a tie, a ballot naming the nominees tied for most votes shall be distributed. The results of the election shall then be announced.

Section IV – Reporting: The president shall be responsible for reporting the newly elected officers to the IRA Headquarters via the state/provincial coordinator, using the official forms provided by the International Reading Association by the date specified on the form.

Section V – Term of Office: Each elected officer shall assume the duties of office on July 1 following the election and shall continue to serve for the duration of the term set in Article IV, Section II.

## **Article VIII - Committees**

Section I – Standing Committees: There shall be such standing committees as specified in Sections II through XI of this article. There shall be a carry-over of two (2) members on each outgoing standing committee into the membership of the newly formed standing committees.

Section II – Number of Standing Committees: The number of standing committees may be increased or decreased upon the recommendation of the Board of Directors and approval shown by a majority of votes cast at the assembly.

Section III – Number of Members of Standing Committees: The number of members of each standing committee shall be determined by the Board of Directors, provided that each committee shall not have fewer than three (3) members.

Section IV – Mode of Appointment and Terms of Standing Committees: The members of the standing committees shall be appointed by the president with the approval of the Board of Directors and shall serve for the term of the president unless otherwise specified in the charge to the committee.

Section V – Chairpersons of Standing Committees: The chairpersons of each standing committee shall be appointed yearly by the president with the approval of the Board of Directors except as specified in Article VIII, Section II and VI.

Section VI – Special Committees: Special committees may be authorized from time to time by the Board of Directors or members at a council meeting and shall serve for a specified period.

Section VII- Number of Members of Special Committees: The number of members of each special committee may be determined by the Board of Directors or the members at a council meeting. The number of members shall not be less than three (3).

Section VIII – Mode of Appointment of Special Committees: The members and chairpersons of special committees shall be appointed by the president with the approval of the Board of Directors and/or members at a council meeting.

Section IX – By-laws Committee: The By-laws Committee shall periodically review the by-laws of the local council to ensure they are current with the policy of ARA and IRA.

Section X – Executive Committee: The Executive Committee will perform the duties of the Board of Directors, following established policies, when the Board is not in session.

Section XI – The Membership Committee: The Membership Committee will plan comprehensive membership campaigns that encompass the local, state/provincial, and international levels.

Section XII – Nominating Committee: The Nominating Committee will recommend a slate of nominees for office according to the by-laws of the council.

Section XIII – Program Committee: The Program Committee will plan programs to be conducted during the year.

Section XIV – Publicity Committee: The Publicity Committee will publicize the activities and programs of the council using a variety of print and non-print media.

## **Article IX – Representation at the Annual Assemblies**

Section I – Representation at Annual IRA Assembly: Representation of the council at the Delegates Assembly for the International Reading Association shall be in accordance with the by-laws of the International Reading Association as specified in the current International Reading Association by-laws, which reads as follows:

“Each...special interest council of the International Reading Association shall be entitled to one delegate provided the delegate has paid dues for the current year to the Association...One person may represent only one council in the Assembly. A council may send an alternate for each delegate; and alternate my vote only when the delegate is absent.”

Section II – Representation at Annual State/Provincial Assembly: Representation of the council at the annual state/provincial assembly shall be in accordance with that specified by the by-laws of the state/provincial council.

## **Article X – Parliamentary Authority**

All meetings of the Pinnacle Special Interest Reading Council shall be conducted by the standard rules of parliamentary procedures.

## **Article XI – Amendments**

Section I- Origin: Proposed amendments may be submitted to the Board of Directors by any council member. Written copies of proposed amendments must be forwarded to the president at least thirty (30) days prior to the meeting at which they are to be acted upon.

Section II – Voting: Amendments may be adopted by a two-thirds majority or a quorum of the council.